SITES System User's Guide

DOCUMENT IDENTIFIER: A-MN-ELCP785-00-0000 Rev A, 16-Nov-1992

ABSTRACT: This manual is the user's guide for the SITE automated system that assigns and tracks Site Codes for Digital.

APPLICABILITY: This document is applicable for all users of the SITE System.

STATUS: APPROVED 16-Nov-1992; use VTX SMC for current status.

This document is confidential and proprietary, and is the property of Digital Equipment Corporation. This is an unpublished work protected under applicable copyright laws.

© Digital Equipment Corporation 1992. All rights reserved.

SITES System User's Guide

DOCUMENT IDENTIFIER: A-MN-ELCP785-00-0000 Rev A, 16-Nov-1992

REVISION HISTORY:	No previous revision exists.
Document Management Category:	Product Labeling (HRL)
Responsible Department:	Real Estate Planning and Assets Group
Responsible Person:	Tom Kelley
SMC Writer:	Eric Falkof

APPROVAL: This document has been reviewed and recommended for approval by Tom Kelley of the Real Estate Planning and Assets Group.

Tom Kelley - Real Estate Planning and Assets Group

Direct requests for further information to:

Tom Kelley
Use $ VTX ELF for the latest location information.

Use VTX SMC to order copies of this document from Standards and Methods Control. Send distribution questions to JOKUR::SMC or call DTN: 234-4423.

The DIGITAL logo, ALL–IN–1, VAXmail, and VAX RALLY are trademarks of Digital Equipment Corporation.

CONTENTS

Preface v

Chapter 1 INTRODUCTION 1

Chapter 2 MAIN MENU 5

Chapter 3 SITE INFORMATION MAINTENANCE MENU 7

Chapter 4 USER PROFILE MAINTENANCE MENU 11

Chapter 5 TABLE MAINTENANCE MENU 13

Chapter 6 ADD/UPDATE BUILDING SCREEN 15

Chapter 7 UPDATE SITE INFORMATION SCREEN 17

Chapter 8 ADD/UPDATE ADDRESS WINDOW 19

Chapter 9 UPDATE BUILDING INFORMATION SCREEN 21

Chapter 10 DELETE ADDRESS SCREEN 23

Chapter 11 QUERY BUILDING SCREEN 25

Chapter 12 QUERY SITE SCREEN 27

Chapter 13 UPDATE/QUERY USER SCREEN 29

Chapter 14 BUILDING STATUS UPDATE SCREEN 31

Chapter 15 CONTROL RECORD UPDATE SCREEN 33

Chapter 16 GEO CODE UPDATE SCREEN 35

Chapter 17 BUILDING TYPE CODE UPDATE SCREEN 37

Chapter 18 SITE STATUS UPDATE SCREEN 39

Chapter 19 STATE CODE UPDATE SCREEN 41

Chapter 20 ADDRESS TYPE UPDATE SCREEN 43

Chapter 21 ADDRESS HELP SCREEN 45

Appendix A DEFINITIONS OF DATA ELEMENTS 47

Appendix B REFERENCED DOCUMENTS 49

B.1 Documents External to Digital 49

B.2 Ordering Information 49

FIGURES

1 Main Menu 4
2 Site Information Maintenance Menu 6
3 User Profile Maintenance Menu 10
4 Table Maintenance Menu 12
5 Add/Update Building Screen 14
6 Update Site Information Screen 16
7 Add/Update Address Window 18
8 Add/Update Building Information Screen 20
9 Delete Address Screen 22
10 Query Building Screen 24
11 Query Site Screen 26
12 Add/Update User Profile Screen 28
13 Building Status Update Screen 30
14 Control Record Update Screen 32
15 Geo Code Update Screen 34
16 Building Type Code Update Screen 36
17 Site Status Update Screen 38
18 State Code Update Screen 40
19 Address Type Update Screen 42
20 Address Help Screen 44

Preface

To use the SITES System, you must use a terminal from the VT200 family, or higher, because you must use some of the keys in the mini-keypad, between the main keyboard and the numeric keypad.

The SITES System uses VAX RALLY and therefore uses some of its keypad conventions, and these are explained in the text.

CHAPTER 1

INTRODUCTION

This manual describes how to use the SITE System to perform administrative tasks. SITES is a system developed by the Real Estate Planning and Assets Group to assign and track site codes for Digital Equipment Corporation.

A Site Code is established when

- Digital purchases or leases a parcel of land or a building
- Digital employees are permanently located at a customer site for joint ventures
- In certain instances, for distributors that are not owned by Digital

Site codes are established upon written request on a standardized electronic request form. The requests typically come from the Property Development Centers (PDC), Facility Managers, and in some cases, from Business Units.

The request process typically follows this process:

a. The Request for New Site Code Form is transmitted by electronic mail or All-IN-1 to the PDC's facility manager or business unit.

b. The completed Request Form is returned.

c. The new site is entered on SITES.

d. Real Estate Planning and Assets Group distributes the Site Notification by electronic mail or ALL–IN–1 to the facility manager or business unit.

e. Real Estate Planning and Assets Group forwards the completed package to Inventory Accounting Administration (INACT).

Changes or Updates

When a *change* to a site code occurs, use the same procedure that you use for a *new* site code; changes to site codes should be infrequent.

TO ACCESS THE SITES SYSTEM

Connect to the node PKQRYA:: through your customary process. (Contact your system manager for details.)

USERNAME is SITES_ADMIN
Contact PKQRYA::SITES_ADMIN for password information.

The main menu should appear.

The following chapters describe the SITES menus and the options available from each.

HELPFUL HINTS AND KEYPAD CONVENTIONS

The information displayed on some screens (such as the Building Status or the GEO Code) appears automatically and cannot be modified. However, that information *may* be modified when updating that specific screen.

If one of these information screens appears and you cannot see the end of the list, press PF1-SELECT to move the cursor into the information window. You may now use the up and down arrow keys to scroll through the list. To exit the list and return to the window you are working on:

- *Without making an update to your screen—*

  Press PF1-Q to go back to the main menu.

  Or, you can move the cursor back to the first field of the screen by pressing the FIND key (on the mini-keypad).

- *To insert a value shown on the information screen—*

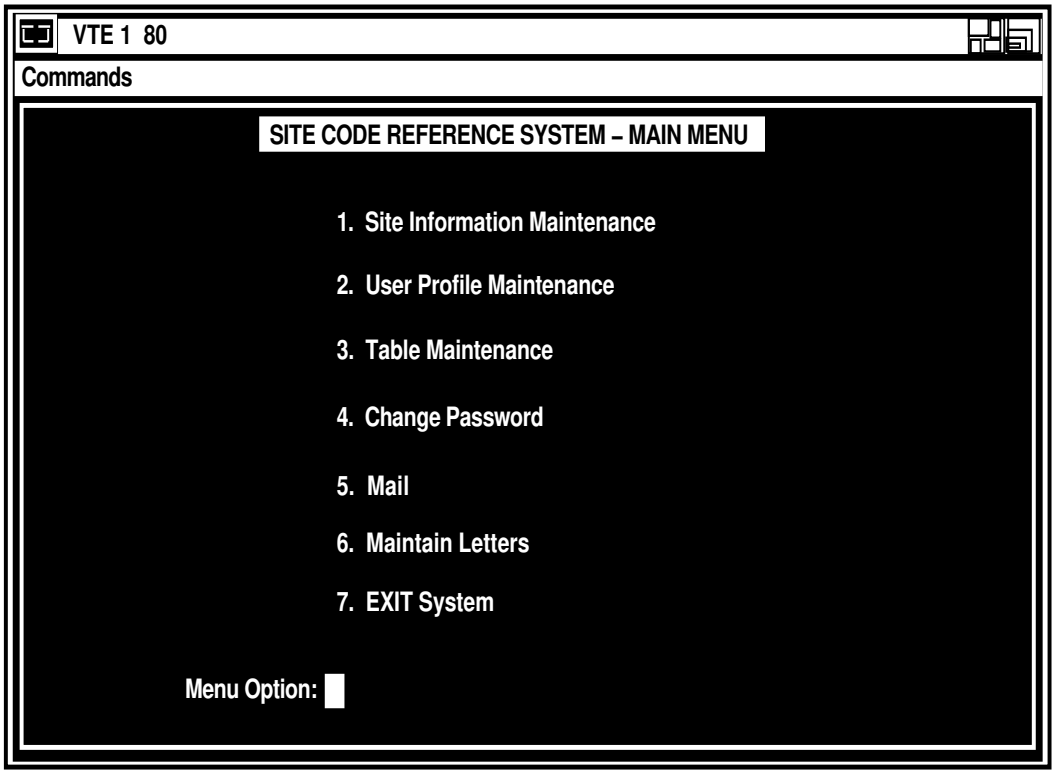
  Scroll to the desired value, place the cursor on that value, and press SELECT (on the mini-keypad).

There is a glossary at the end of this manual for data elements used in the screens and forms.

On-screen instructions are always available; use the HELP function key(s).

This page is intentionally blank for printing formatting. This permits each screen, as printed in this manual, to face the chapter describing it on an opposing page, and permits the reader to see the screen while reading the supporting information.

Figure 1: Main Menu



CHAPTER 2

MAIN MENU

The Main Menu (Figure 1) is the first screen to appear after you successfully log in. This is the screen that accesses all processes.

On-screen instructions are always available; use the HELP function key(s).

MENU OPTION:

1. Site Information Maintenance

   Select menu option 1 when you want to proceed to the Site Information Maintenance Menu. This selection brings you to Chapter 3.

2. User Profile Maintenance

   Select menu option 2 when you want to proceed to the User Profile Maintenance Menu. See Chapter 4.

3. Table Maintenance

   Select menu option 3 when you want to proceed to the Table Maintenance Menu. See Chapter 5.

4. Change Password

   Select menu option 4 when you want to change the password for the Sites System Access.

5. Mail

   Select menu option 5 when you want to use the mail capability within SITES. This selection brings you to an electronic mail system (VAXmail) from which you can send or read mail for the SITES_ADMIN account.

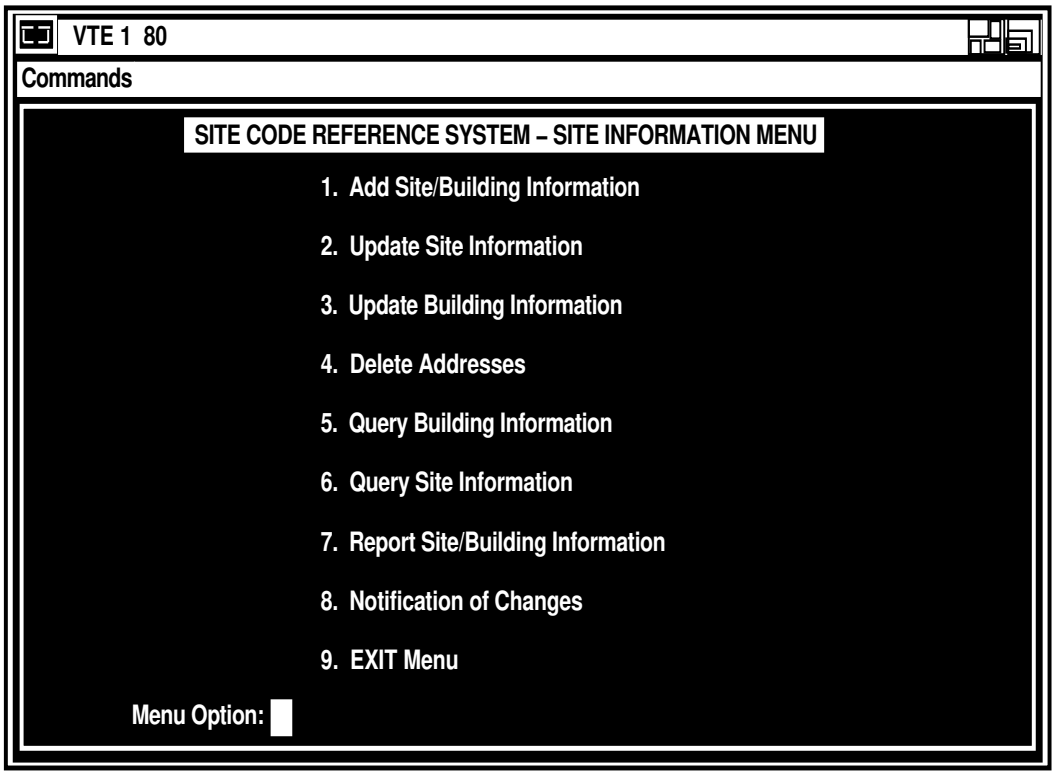
6. Maintain Letters

   Select menu option 6 to enter an editing session to create and send messages that detail changes made in the SITES System. This uses the EDT editor.

7. Exit System

   Select menu option 6 when you want to exit from the Sites System.

Figure 2: Site Information Maintenance Menu



CHAPTER 3

SITE INFORMATION MAINTENANCE MENU

The Site Information Maintenence Menu (Figure 2) is the screen through which all site, building, and address add, update, and query functions are accessed.

HELP is not provided for this screen because each option is clearly identified.

To access this menu, choose selection 1 in Chapter 2.

MENU OPTION:

1. Add Site/Building Information

   Select menu option 1 to add a new site or a new building for a new site. If a site and building already exist, then use option 2 or 3. See Chapter 6.

2. Update Site Information

   Select menu option 2 to change site data for a previously established site record. This option is not used to create a new site record. See Chapter 7.

3. Update Building Information

   Select menu option 3 to change building data for a previously established building record. This option is not used to create a new building record. See Chapter 9.

4. Delete Addresses

   Address deletion is performed infrequently. See Chapter 10.

5. Query Building Information

   Select menu option 5 to view existing building data. No modification of data can be made with this option. See Chapter 11.

6. Query Site Information

   Select menu option 6 to view existing site data. No modification of data can be made with this option. See Chapter 12.

7. Report Site/Building Information

   Select menu to submit a batch process that produces a REPORT FORMATTED DUMP of site code data on file. The resulting file can be found by doing a directory of PKQRYA::SITES$SITES_ADMIN.RPT. There are reports for each geographical area and one for worldwide activity.

   SITE$SITE_US.RPT for U.S. Area
   SITE$SITE_EUR.RPT for European Area
   SITE$SITE_GIA .RPT for GIA Area
   SITE$SITE_RPT.RPT for worldwide activity

To copy a report to your area for printing, enter this line at your system prompt (Use the name of the actual report you want to print.):

```
COPY PKQRYA::SITES$SITE_RPT.RPT
```

to

```
 SITE_RPT.RPT
```

Printing of the report(s) must be done in landscape mode.

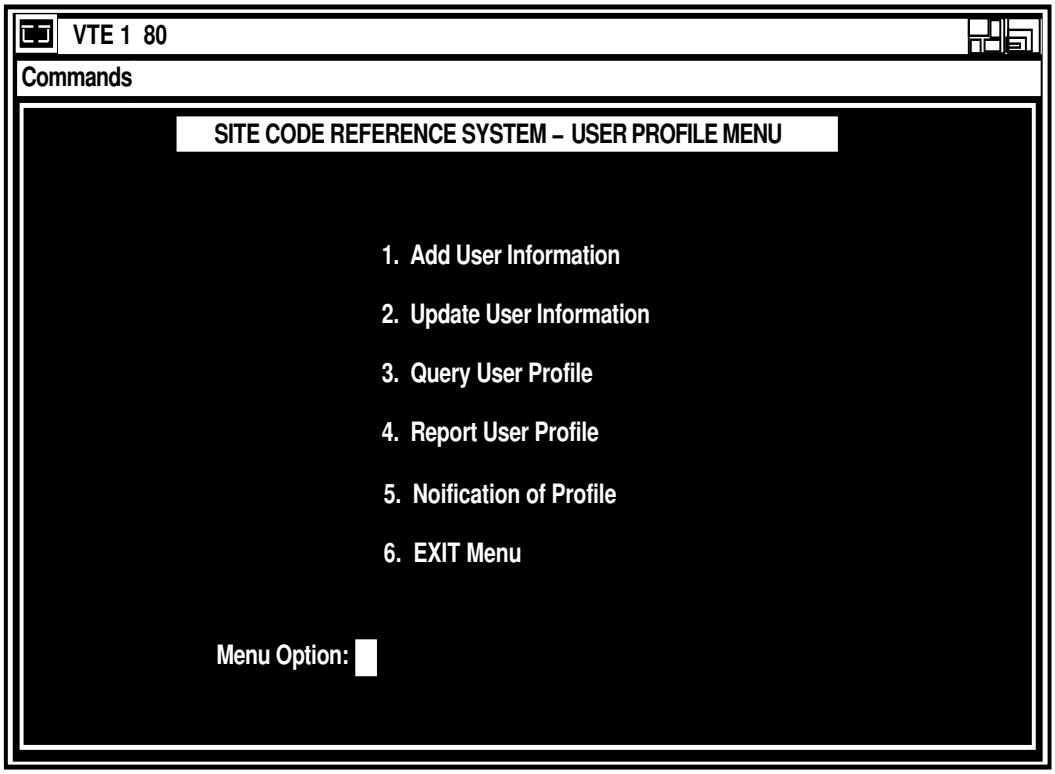
8. Notification of Changes

   This selection prompts you for data to create an electronic mail notification of changes that have been made since the date you indicate and for the badge numbers you specify. Press Return when finished listing the badge numbers. This produces the same electronic mail notification as is created after a new entry.

9. EXIT Menu

   Select menu option 9 to return to the main menu. See Chapter 2.

Figure 3: User Profile Maintenance Menu



CHAPTER 4

USER PROFILE MAINTENANCE MENU

The User Profile Maintenance Menu (Figure 3) accesses the specific user profile for maintenance, and it permits you to:

- Add, update, or query information.
- Allows you to request a report of *all* users in the profile.
- Change the text of the notification memo one receives when there is a change to a profile.

On screen instructions are available; use the HELP function key(s).

To access this menu, choose selection 2 in Chapter 2.

MENU OPTION:

1. Add User Information

   Select menu to add initial user data.

   See Chapter 13.

2. Update User Information

   Select menu to modify existing user data. The option is not used for the initial input of data. See Chapter 13.

3. Query User Profile

   Select menu option 3 to view USER PROFILE DATA. This option is not used for data modification. See Chapter 13.

4. Report User Profile

   Select menu option 4 to create a hard copy report of all user profiles on file.

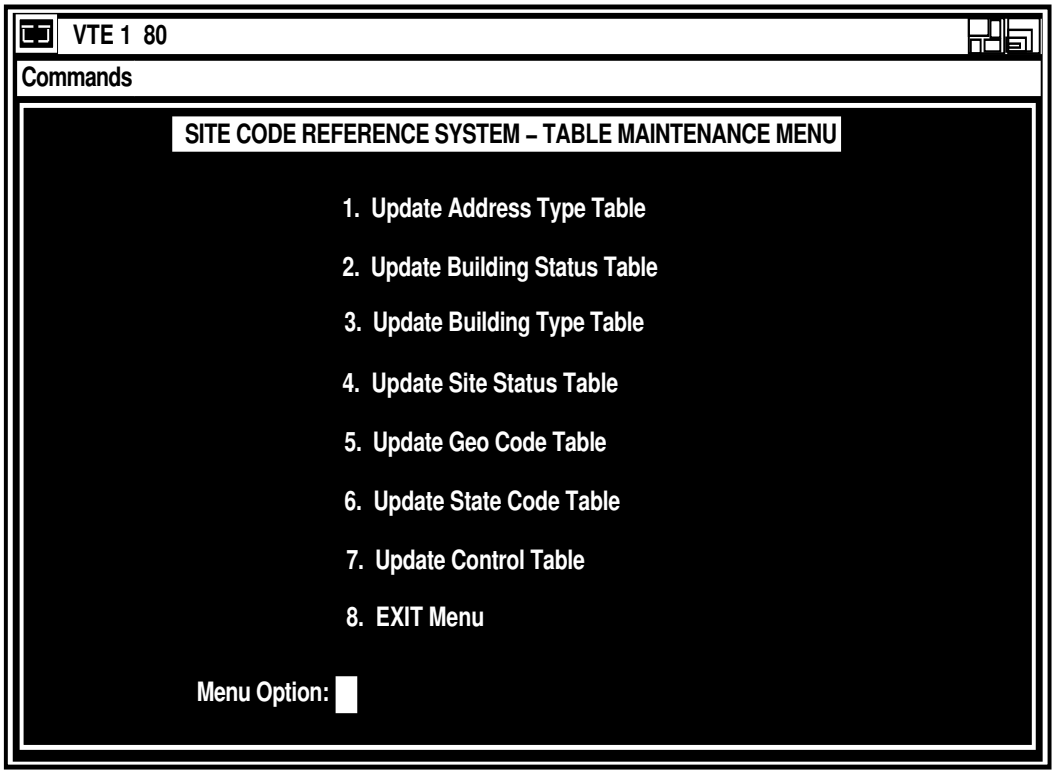
5. Notification of Profile

   Select menu option 5 to send the latest copy of the user's profile. This is the same message as sent when a user is first registered on the system.

6. EXIT Menu

   Select menu option 6 to return to the main menu. See Chapter 2.

Figure 4: Table Maintenance Menu


VTE 1 80
Commands
SITE CODE REFERENCE SYSTEM – TABLE MAINTENANCE MENU
1. Update Address Type Table
2. Update Building Status Table
3. Update Building Type Table
4. Update Site Status Table
5. Update Geo Code Table
6. Update State Code Table
7. Update Control Table
8. EXIT Menu
Menu Option:

CHAPTER 5

TABLE MAINTENANCE MENU

The Table Maintenance Menu (Figure 4) permits you to access all specific table maintenance functions.

On screen instructions are available; use the HELP function key(s).

To access this menu, choose selection 3 in Chapter 2.

MENU OPTION:

1. Update Address Type Table

   Select menu option 1 to add, change, or delete entries on the address type validation table file. See Chapter 20.

2. Update Building Status Table

   Select menu option 2 to add, change, or delete entries on the building status validation table file. See Chapter 14.

3. Update Building Type Table

   Select menu option 3 to add, change, or delete entries on the site status validation table file. See Chapter 17.

4. Update Site Status Table

   Select menu option 4 to add, change, or delete entries on the building type validation table file. See Chapter 18.

5. Update Geo Code Table

   Select menu option 5 to add, change, or delete entries on the geography code validation table file. See Chapter 16.

6. Update State Code Table

   Select menu option 6 to add, change, or delete entries on the state code validation table file. See Chapter 19.

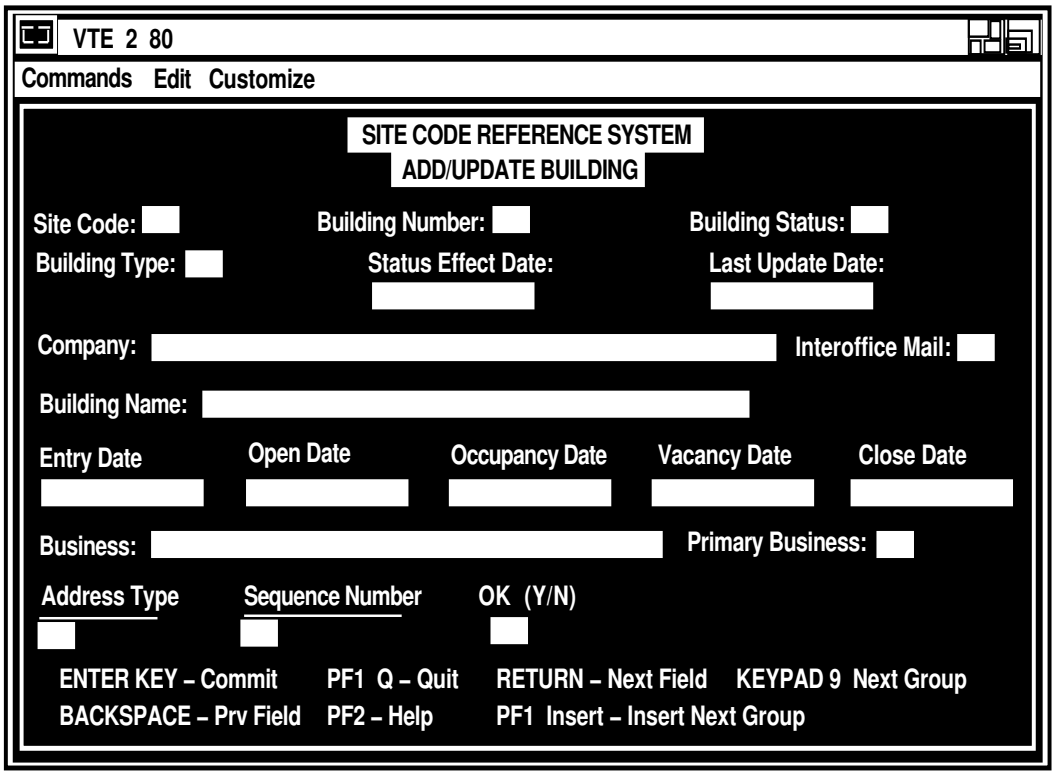
7. Update Control Table

   Select menu option 7 to create or update the control records. See Chapter 15.

8. EXIT Menu

   Select menu option 8 to exit the table maintenance menu and return to the main menu. See Chapter 2.

Figure 5: Add/Update Building Screen



CHAPTER 6

ADD/UPDATE BUILDING SCREEN

To access this menu, choose selection 1 in Chapter 3.

The Add/Update Building screen (Figure 5) is used to add a building record or a site record. If an attempt is made to add a building for which a site record does not already exist, the Update Site Information screen automatically appears (See Chapter 7.). Once the Site Record has been established, control returns to the Add/Update Building screen to continue the building update. If you are establishing only a Site Record, then exit from the building update when control is returned.

NOTE

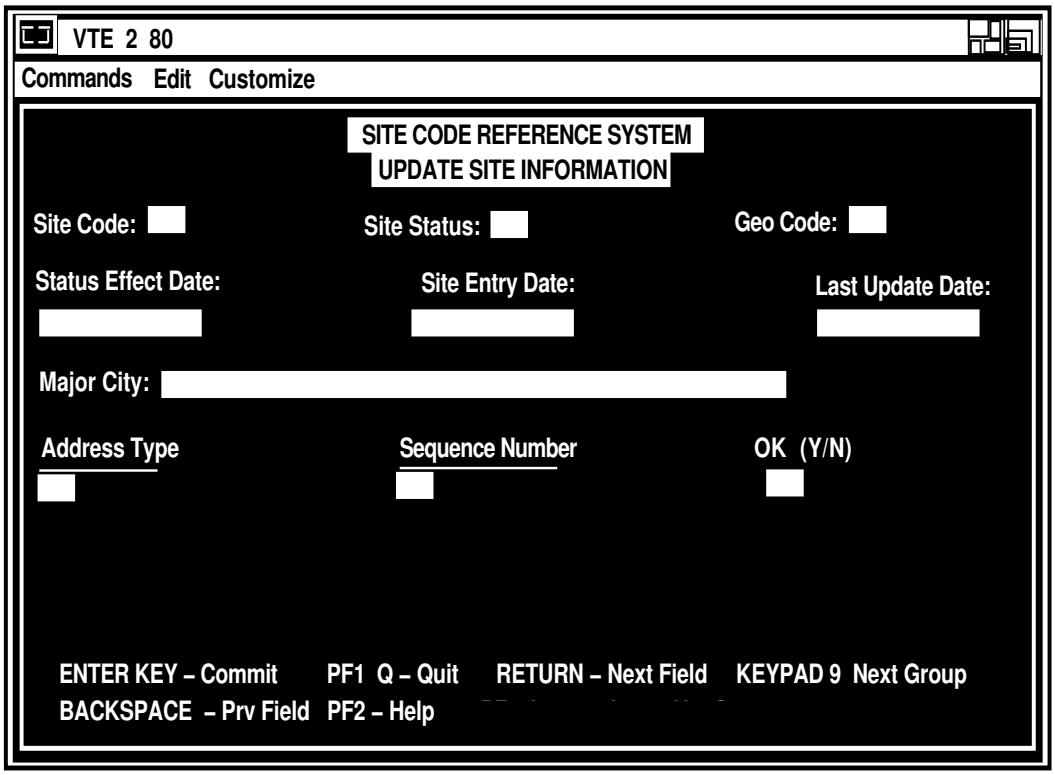
For the Business field, although only one line is provided for business titles, up to three lines of text can be entered; only one of these lines can be coded as the primary business. To enter or view the other two lines, press the INSERT HERE key (on the mini-keypad).

To remove a line from the Business field, place the cursor on the line and press REMOVE (on the mini-keypad) to delete the line.

HELP is available on a field-by-field basis; use the HELP function key(s). Also, see *Helpful Hints and Keypad Conventions* in Chapter 1.

Definitions of data elements used in this screen are in Appendix A.

Figure 6: Update Site Information Screen



CHAPTER 7

UPDATE SITE INFORMATION SCREEN

To access this menu, choose selection 2 in Chapter 3.

The Update Site Information Screen (Figure 6) is used to change *existing* site code data. Access to the Address Record Maintenance screen can be made from the Add/Update Address Window (Chapter 8).

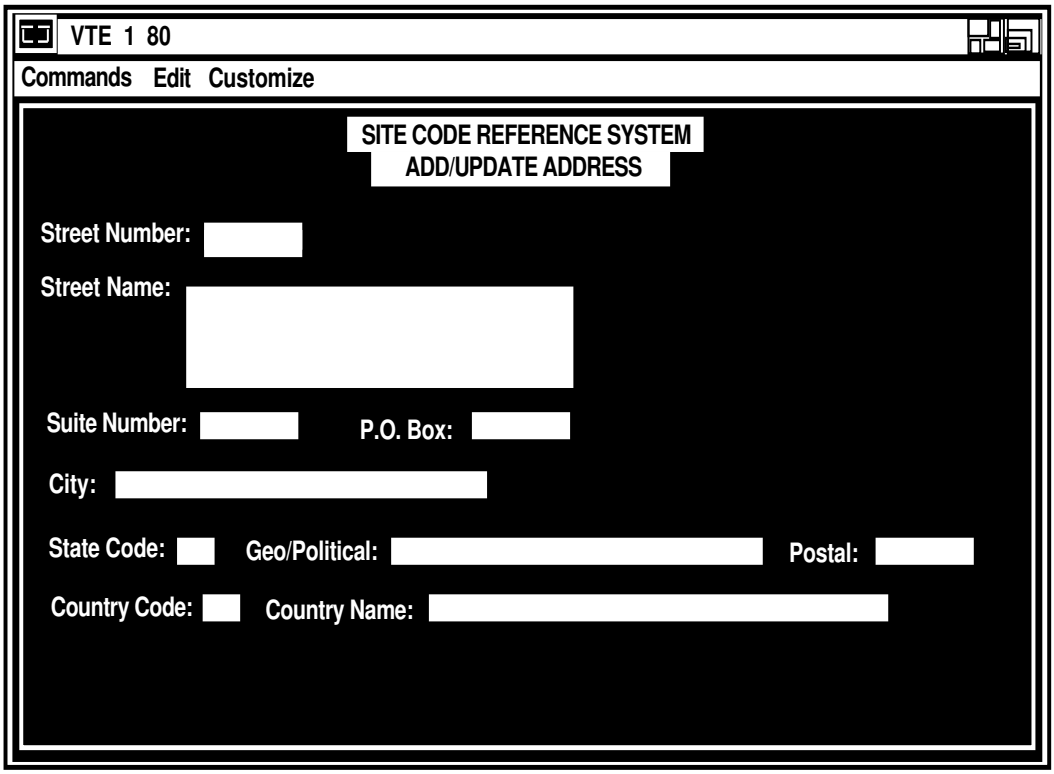
The Site Code Field is protected and cannot be modified.

If you are changing the Site Status field to *inactive* or *cancel,* ensure that all buildings associated with the site are closed or cancelled before you change Site Status.

HELP is available on a field-by-field basis; use the HELP function key(s). Also, see *Helpful Hints and Keypad Conventions* in Chapter 1.

Definitions of data elements used in this screen are in Appendix A.

Figure 7: Add/Update Address Window



CHAPTER 8

ADD/UPDATE ADDRESS WINDOW

To access this menu, choose selection 1, 2, or 3 in Chapter 3.

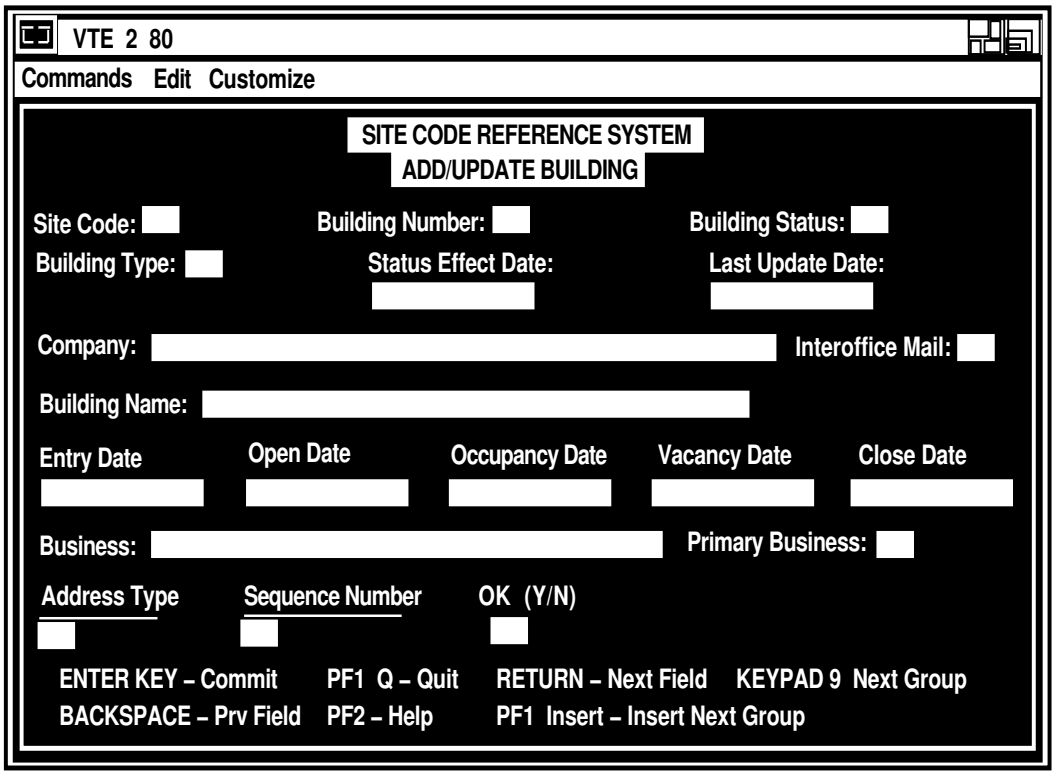
The Add/Update Address Window (Figure 7) can only be accessed through the Add Site/Building Information screen (Chapter 6), the Update Site Information Screen (Chapter 7), or the Update Building Screen (Chapter 9). This screen must be used for adding and changing Site/Building Address Information. If the site being entered has a GEO CODE of US, the state code field is activated and it is necessary to enter a valid state code. Otherwise, a city, province, county, or similar information must be entered into the Geo/Political field. The country code field is a mandatory field requiring a valid two character country code from the *ISO Standard 3166 Codes for the Representation of Names of Countries.*

For the U.S., when entering the country code, a valid table of states appears. For non-United States entries, a table of ISO standard countries appears.

HELP is available on a field-by-field basis; use the HELP function key(s). Also, see *Helpful Hints and Keypad Conventions* in Chapter 1.

Definitions of data elements used in the screen are in Appendix A.

Figure 8: Add/Update Building Information Screen



CHAPTER 9

UPDATE BUILDING INFORMATION SCREEN

The Update Building Information Screen (Figure 8) permits you to update or maintain an existing building record. The screen used in this function is the same as the one in the ADD building function (See Chapter 6). Any attempt to add a building through this function will fail; this function should be used exclusively for update and maintenance of pre-existing building records and related address records.

For each field validated against established validation tables, automatic miniwindows appear to inform you of the valid value that can be used.

NOTE

For the Business field, although only one line is provided for business titles, up to three lines of text can be entered; only one of these lines can be coded as the primary business. To enter or view the other two lines, press the INSERT HERE key (on the mini-keypad).

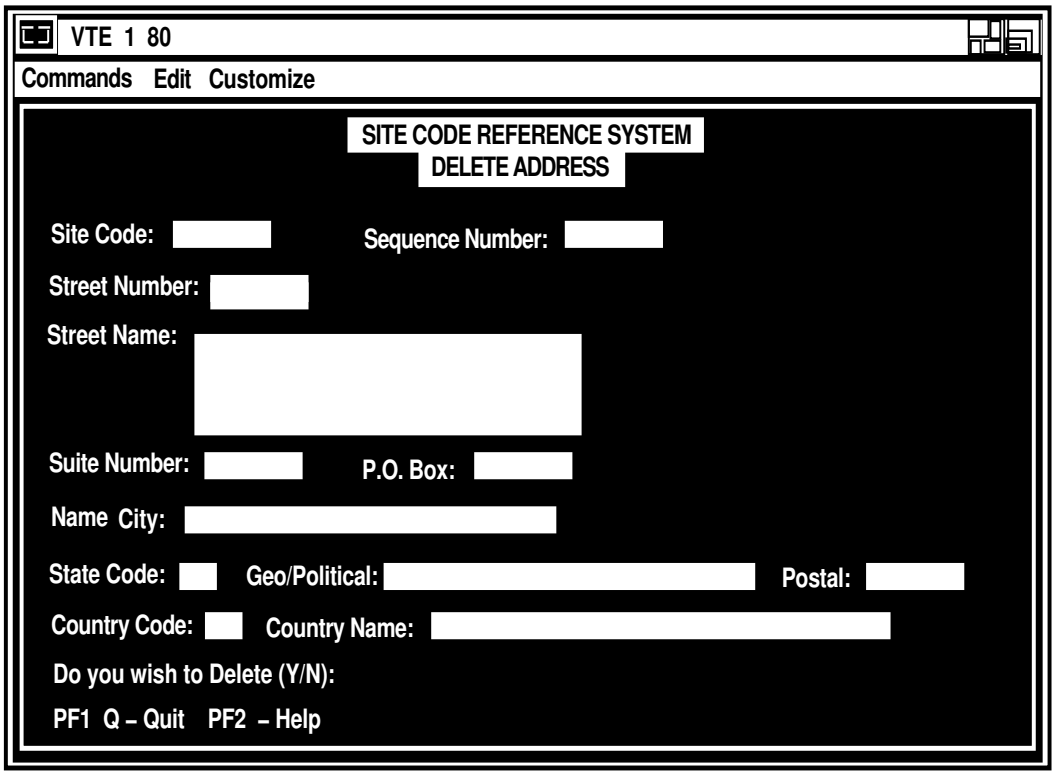
To remove a line from the Business field, place the cursor on the line and press REMOVE (on the mini-keypad) to delete the line.

Key conventions to help you move through this screen are displayed at the bottom of the screen at all times.

HELP is available on a field-by-field basis; use the HELP function key(s). Also, see *Helpful Hints and Keypad Conventions* in Chapter 1.

To access this menu, choose selection 3 in Chapter 3.

Figure 9: Delete Address Screen



CHAPTER 10

DELETE ADDRESS SCREEN

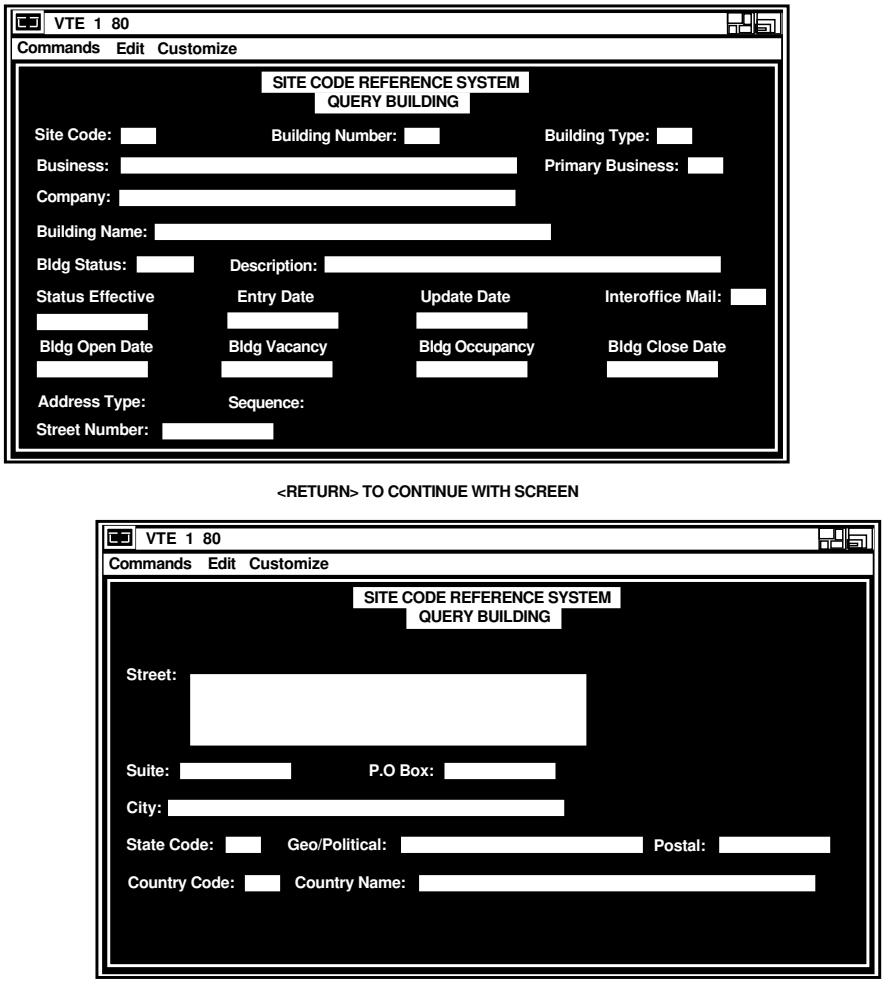
To access this screen, choose selection 4 in Chapter 3.

The Delete Address Screen (Figure 9) displays the address record for the site code and sequence number entered. Once you review the data displayed, respond to the question, "Do you wish to delete (Y/N)" to take the appropriate action.

HELP is available on a field-by-field basis; use the HELP function key(s). Also, see *Helpful Hints and Keypad Conventions* in Chapter 1.

Definitions of data elements used in this screen are in Appendix A.

Figure 10: Query Building Screen



CHAPTER 11

QUERY BUILDING SCREEN

To access this screen, choose selection 5 in Chapter 3.

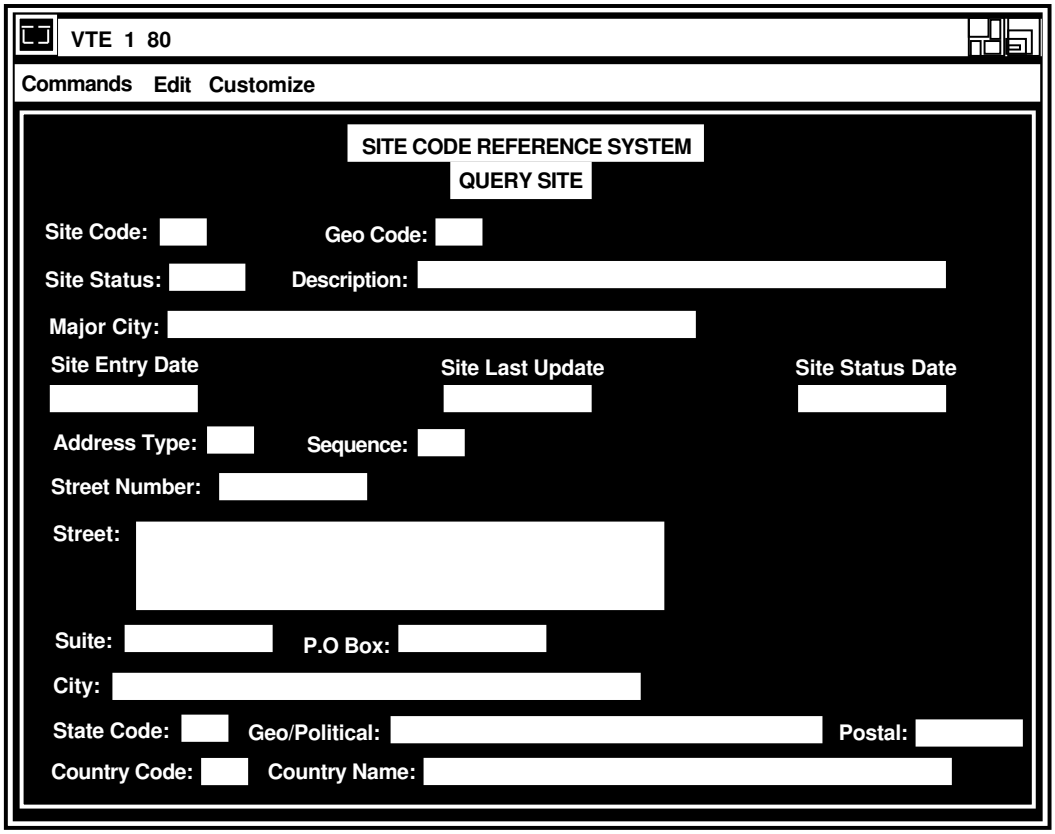
The Query Building Screen (Figure 10) is used for viewing building data. The building screen displays all building record data along with address record data associated with the site code that is entered. For address information, up to three address types are displayed, if they are populated.

To access information for a building, enter a valid site and building identifier. Then press Return.

HELP is available on a field-by-field basis; use the HELP function key(s). Also, see *Helpful Hints and Keypad Conventions* in Chapter 1.

Definitions of data elements used in this screen are in Appendix A.

Figure 11: Query Site Screen



CHAPTER 12

QUERY SITE SCREEN

To access this screen, choose selection 6 in Chapter 3.

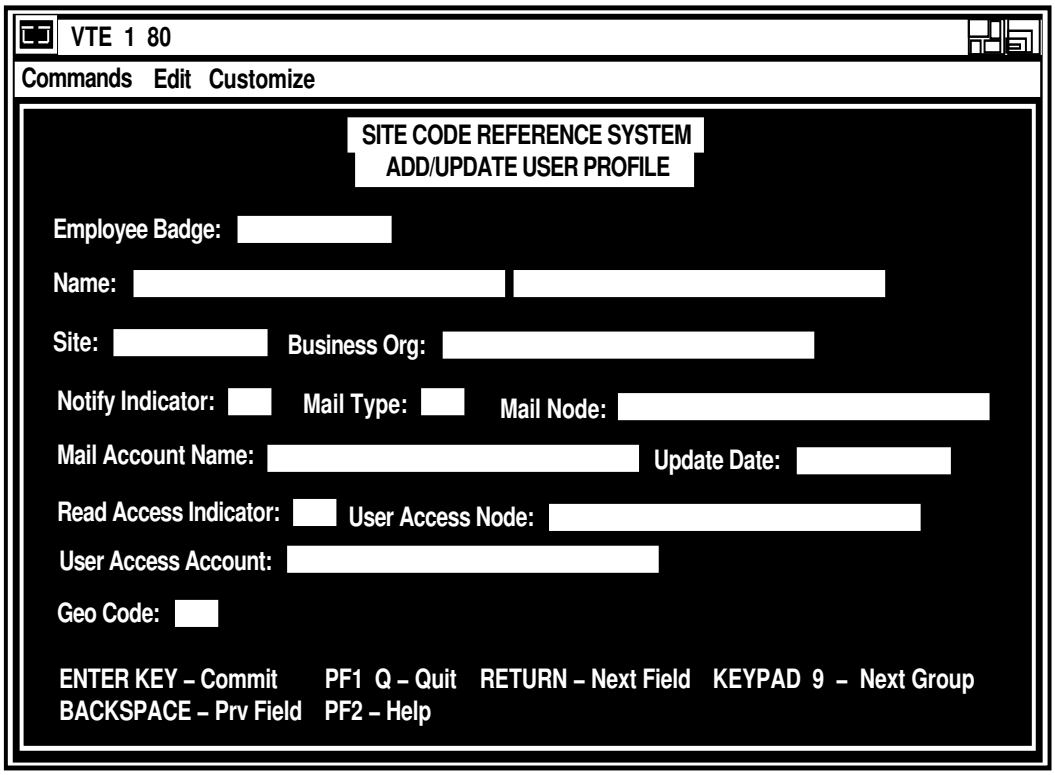
The Query Site Screen (Figure 11) is used for viewing site data. The site screen displays all site record data associated with the site code entered. For address information, up to three address types are displayed, if they are populated.

To access information for a site, enter a valid site identifier. Then press Return.

HELP is available on a field-by-field basis; use the HELP function key(s). Also, see *Helpful Hints and Keypad Conventions* in Chapter 1.

Definitions of data elements used in this screen are in Appendix A.

Figure 12: Add/Update User Profile Screen



CHAPTER 13

UPDATE/QUERY USER SCREEN

To access this screen, choose selection 1 in Chapter 4.

The Update/Query User profile screen (Figure 12) is used to add or change user information, and also to query existing data. Access is limited to employee badge numbers that have been registered.

To access a user's record, enter the badge number of a registered user.

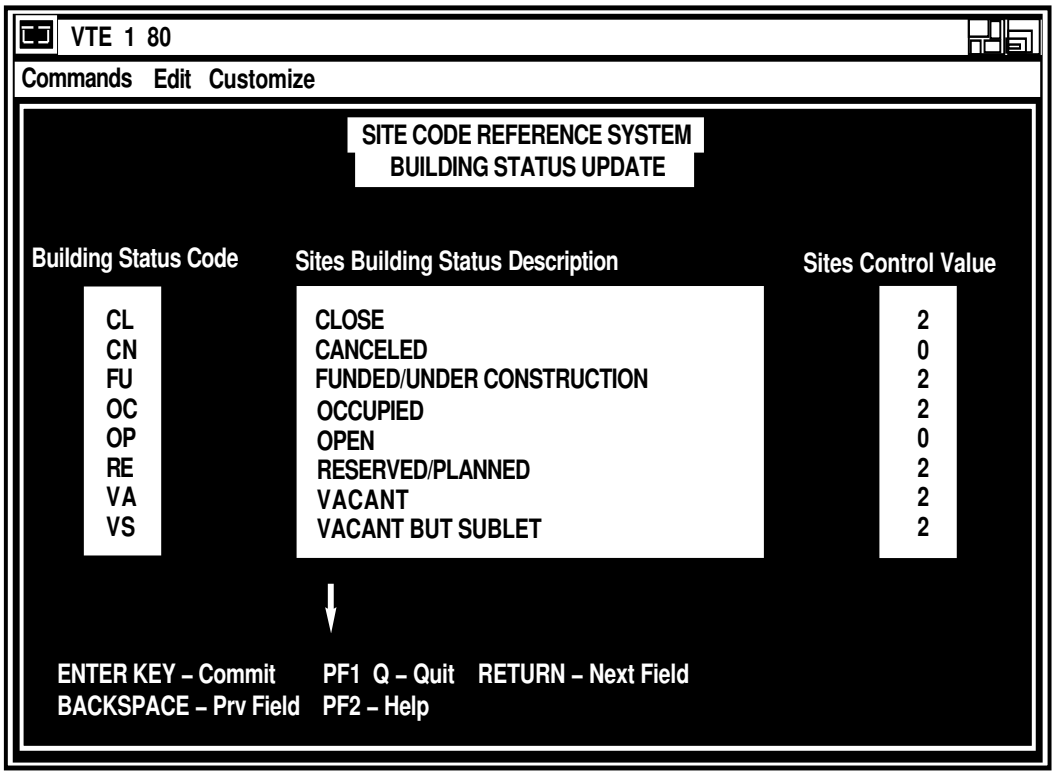
NOTE

For the Geo Code field, although only one code entry is provided, up to three codes can be entered; only one of these codes can be coded as the primary Geo Code. To enter or view the other two codes, press the INSERT HERE key (on the mini-keypad).

To remove a code from the Geo Code field, place the cursor on the and press REMOVE (on the mini-keypad) to delete the code.

HELP is available on a field-by-field basis; use the HELP function key(s). Also, see *Helpful Hints and Keypad Conventions* in Chapter 1.

Figure 13: Building Status Update Screen



CHAPTER 14

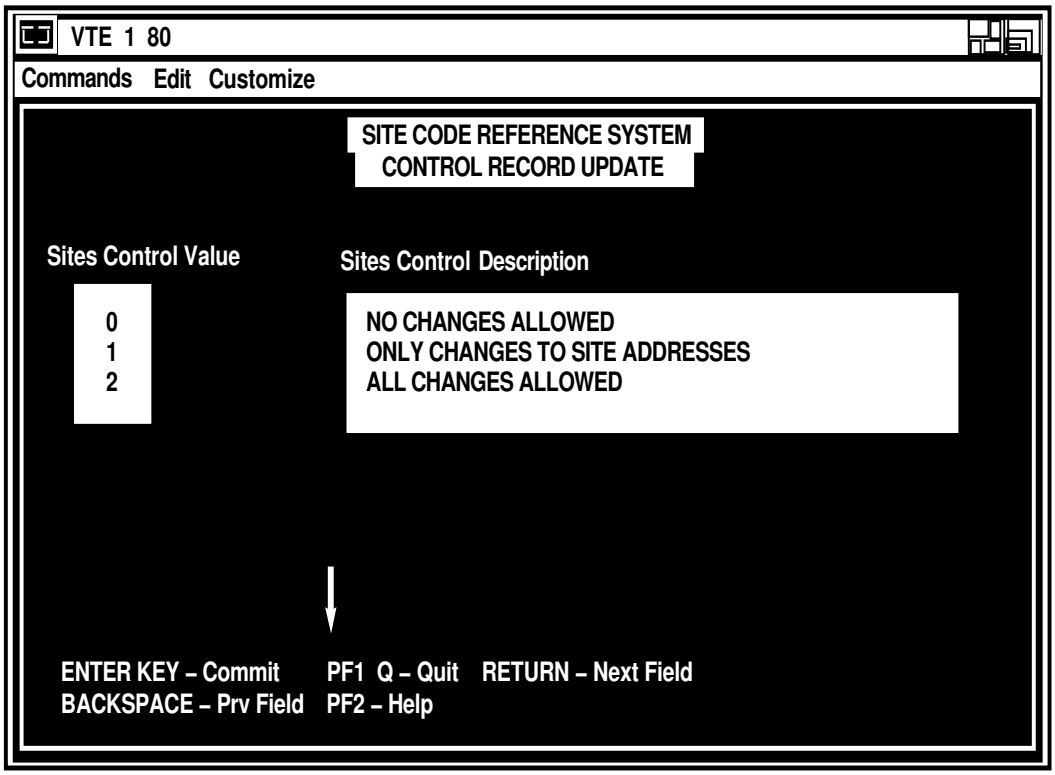
BUILDING STATUS UPDATE SCREEN

To access this screen, choose selection 2 in Chapter 5.

The Building Status Update Screen (Figure 13) is used to add or modify building status codes. Status codes can be added at any time, but can be deleted only if no building record uses the code to be deleted.

HELP is available on a field-by-field basis; use the HELP function key(s). Also, see *Helpful Hints and Keypad Conventions* in Chapter 1.

Figure 14: Control Record Update Screen



CHAPTER 15

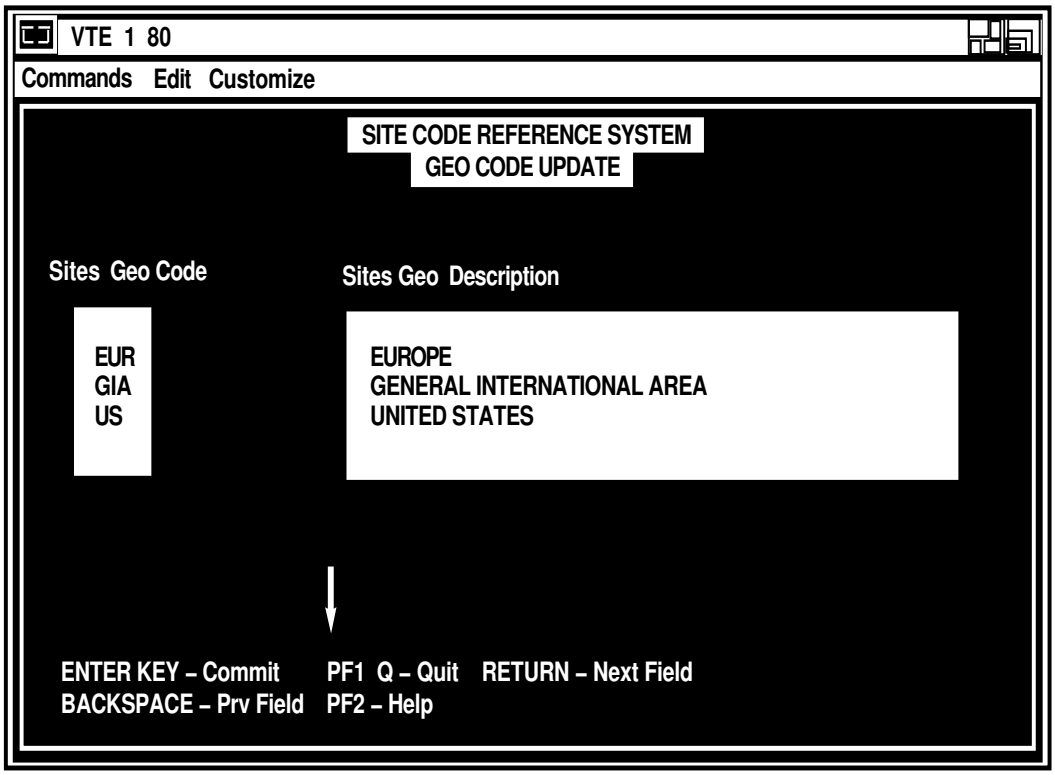
CONTROL RECORD UPDATE SCREEN

To access this screen, choose selection 7 in Chapter 5.

The Control Record Update Screen (Figure 14) is used to create and maintain control codes. Control codes are a means of controlling access to status table update.

HELP is available on a field-by-field basis; use the HELP function key(s). Also, see *Helpful Hints and Keypad Conventions* in Chapter 1.

Figure 15: Geo Code Update Screen



CHAPTER 16

GEO CODE UPDATE SCREEN

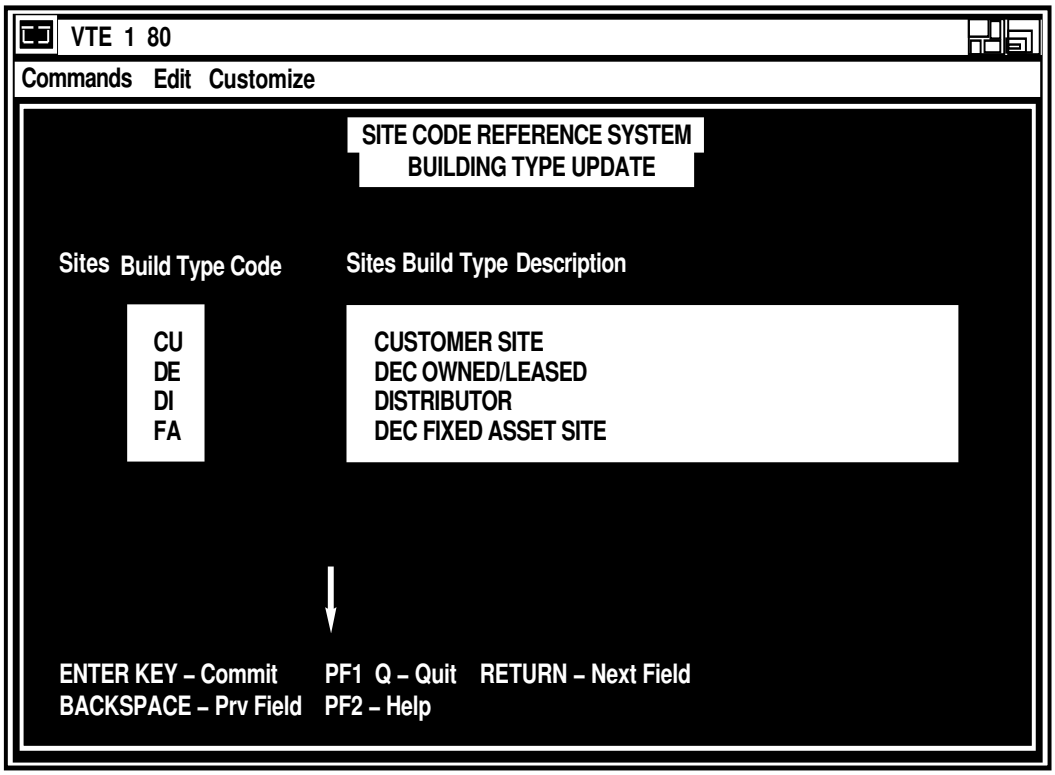
To access this screen, choose selection 5 in Chapter 5.

The Geo Code Update Screen (Figure 15) is used to add, change, or delete geography codes on the GEO code file.

Geo codes cannot be deleted if there are any records on file that use the code that you want to delete.

HELP is available on a field-by-field basis; use the HELP function key(s). Also, see *Helpful Hints and Keypad Conventions* in Chapter 1.

Figure 16: Building Type Code Update Screen



CHAPTER 17

BUILDING TYPE CODE UPDATE SCREEN

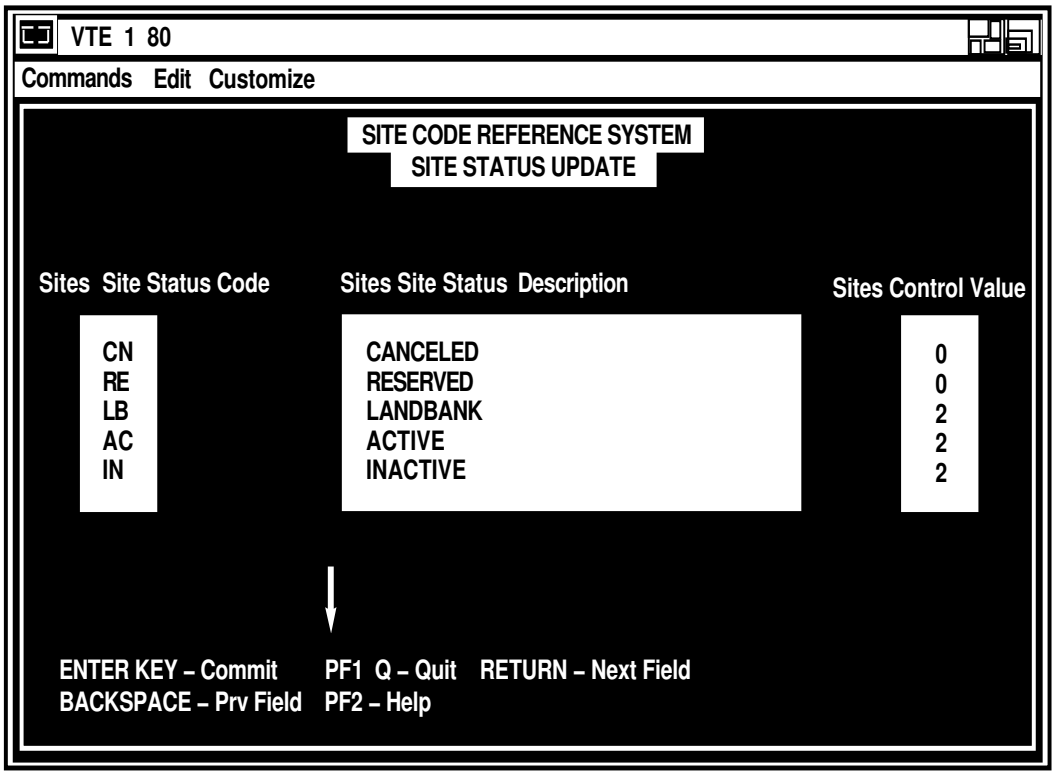
To access this screen, choose selection 3 in Chapter 5.

The Building Type Code Update Screen (Figure 16) is used to add, change, or delete a building type code from the building type code table file. A building type code may be added to the file at any time. Existing codes may only be deleted when the code is no longer used by any building records on file.

HELP is available on a field-by-field basis; use the HELP function key(s). Also, see *Helpful Hints and Keypad Conventions* in Chapter 1.

Definitions of data elements used in this screen are in Appendix A.

Figure 17: Site Status Update Screen



CHAPTER 18

SITE STATUS UPDATE SCREEN

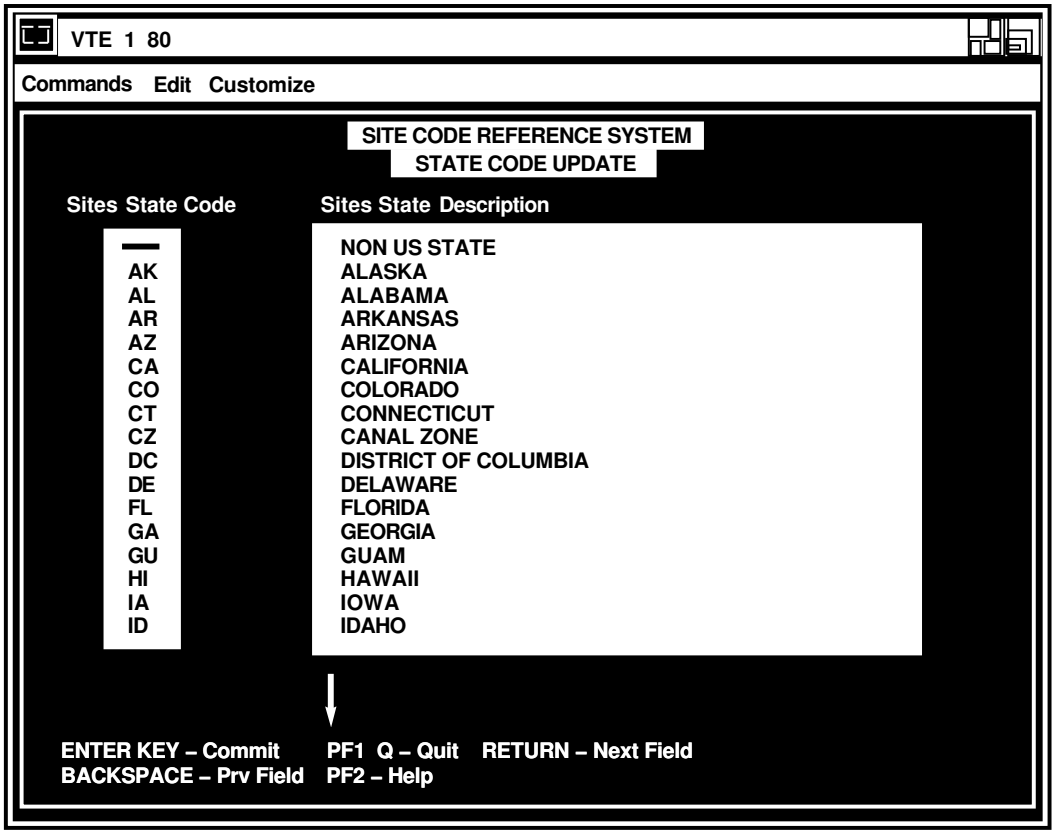
To access this screen, choose selection 4 in Chapter 5.

The Site Status Update Screen (Figure 17) is used to add, change, or delete site status records for the site status code table file. Site status codes may be added at any time. Deletions can only occur if the code to be deleted is not being used by any site record.

HELP is available on a field-by-field basis; use the HELP function key(s). Also, see *Helpful Hints and Keypad Conventions* in Chapter 1.

Definitions of data elements used in this screen are in Appendix A.

Figure 18: State Code Update Screen



CHAPTER 19

STATE CODE UPDATE SCREEN

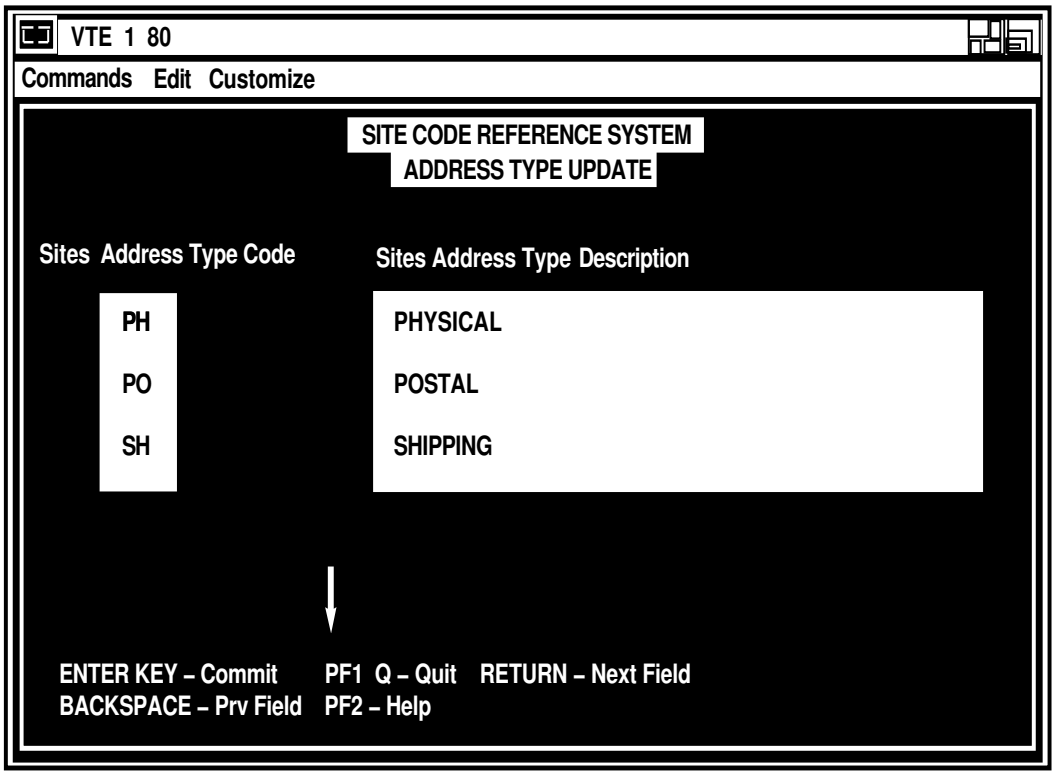
To access this screen, choose selection 6 in Chapter 5.

The Site Code Update Screen (Figure 18) is used to add, change, or delete a record for the state code table file.

HELP is available on a field-by-field basis; use the HELP function key(s). Also, see *Helpful Hints and Keypad Conventions* in Chapter 1.

Definitions of data elements used in this screen are in Appendix A.

Figure 19: Address Type Update Screen



CHAPTER 20

ADDRESS TYPE UPDATE SCREEN

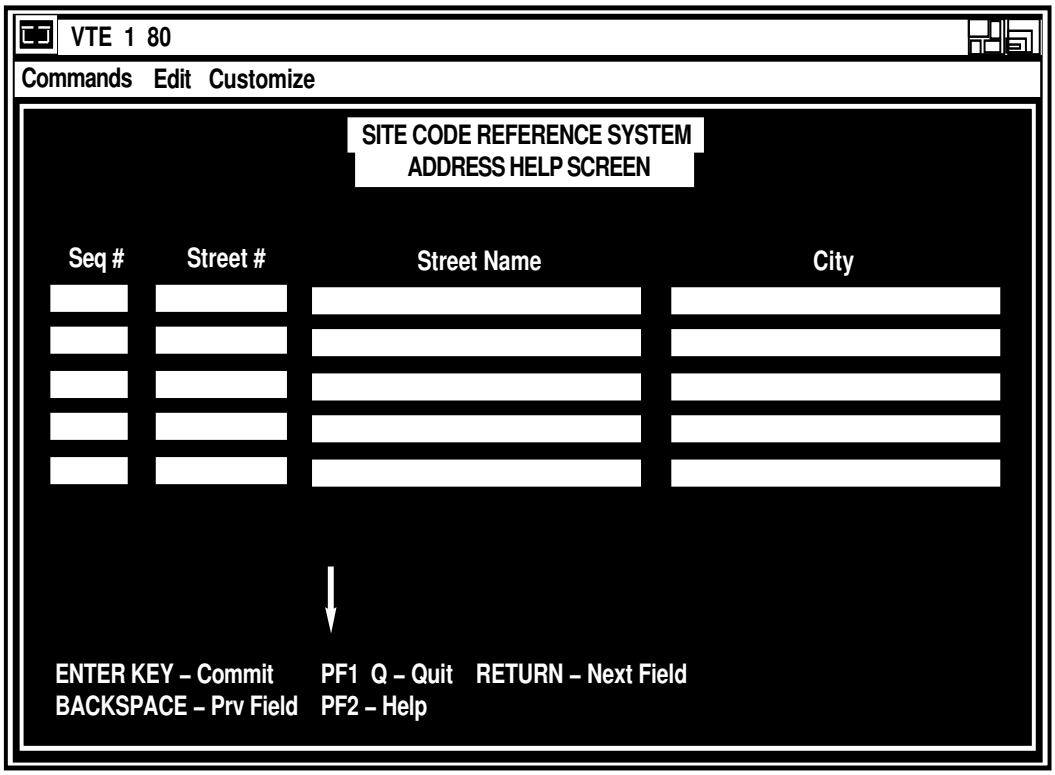
To access this screen, choose selection 1 in Chapter 5.

The Address Type Update Screen (Figure 19) is used to add, change, or delete address type codes on the address type table file. An address type code may be added at any time. A delete is allowed only if the address type is not used on any existing address record.

HELP is available on a field-by-field basis; use the HELP function key(s). Also, see *Helpful Hints and Keypad Conventions* in Chapter 1.

Definitions of data elements used in this screen are in Appendix A.

Figure 20: Address Help Screen



CHAPTER 21

ADDRESS HELP SCREEN

To access this screen, choose from the address change (selection 1) or add (selections 2 or 3) from the Site Information Maintenance Menu, Chapter 3.

The Address Help Screen (Figure 20) appears when adding addresses to the address file. The sequence number of the address record is displayed to help the administrator determine the previously used sequence numbers. The street number, street name, and city are displayed to help avoid duplications.

HELP is available on a field-by-field basis; use the HELP function key(s). Also, see *Helpful Hints and Keypad Conventions* in Chapter 1.

Definitions of data elements used in this screen are in Appendix A.

APPENDIX A DEFINITIONS OF DATA ELEMENTS

ADDRESS TYPE	Indicates the type of address information to follow. • PO = Postal; the address normally used for mailing • SH = Shipping; the address normally used for shipping and receiving of parcels and materials • PH = Physical; the address used to identify the site's actual location when Postal and Shipping addresses are not located at the Site
BUILDING NAME	Contains the name given to a building or unit of construction (such as Empire State Building) if applicable.
BUILDING NUMBER	An identifier assigned to each building within a site.
BUILDING NUMBER	Used to identify which building the address information, on Add/Update Building screen, is associated with. Primarily used if data entry documents become separated from one another.
BUILDING STATUS	Indicates the current business status of a building.
BUILDING TYPE	Indicates Digital's business relationship with the building.
BUSINESS	Organization business titles associated with particular building. (Only one line can be selected as primary.)
CITY	Contains the name of the city or town associated with site.
COMPANY	Indicates the names of the company occupying the building.
COUNTRY CODE	A code that identifies each country, dependency, or area of special geopolitical interest in the world as defined in ISO Standard 3166.
COUNTRY NAME	A name of the country corresponding to the country code.
GEO CODE	The Digital code used to identify the geography in which the site is physically located (for example, MLO for U.S., AYR for EYR, HIO for GIA).
GEO/POLITICAL	Normally contains the name of a country, canton, province, state or department, as defined by the governmental bodies of a geopolitical country.
INTEROFFICE MAIL AT THIS BUILDING	Indicates whether this building has interoffice mail pick-up and delivery.
MAJOR CITY	Contains the name of the major city physically located closest to City. In some cases major city is the same as city.
OPEN, OCCUPIED, VACANCY AND CLOSE DATES	• BUILDING OPEN DATE - The date upon which either Digital places employees in a building or financial responsibility begins exclusive of base-building construction. • BUILDING OCCUPANCY DATE - The date upon which the first Digital inhabitant moves into the building. • BUILDING VACANCY DATE - The date upon which the final Digital inhabitants move out of the building. • BUILDING CLOSE DATE - The date Digital no longer has financial responsibility for a building and employees are no longer located at the building.
P.O BOX	Contains the code or number assigned to a P.O. Box by the Post Office, if used.

POSTAL	Usually contains the postal zone code within a country; may or may not be mandatory for all countries.
SEQUENCE NUMBER	A number assigned to identify unique sites at a single address. This serves to maintain the uniqueness of a site at that address.
SITE	Used to identify the site the building number is associated with. This field is used if data entry forms are separated.
SITE CODE	A three character alphanumeric code for identification of a site (such as, MLO, NRO, AYR, and so forth).
SITE STATUS	Indicates the current business state of the site. • AC = Active and currently being used • CN = Canceled • IN = Inactive and not currently used • RE = Reserved for future use • LB = Landbank (land owned by Digital for possible future use)
STATE CODE	If GEO CODE is U.S., the proper state code should populate in this field. The codes to be used should be the standard abbreviations used by the U.S. Postal Service. This code field is not currently applicable for GIA or EUR.
STREET NAME	Contains the name of the street associated with the site.
STREET NUMBER	Indicates the number on the street that is used to identify the site's actual location, when postal and shipping addresses are not located at the site.
SUITE	Contains the suite identifier within a building.

APPENDIX B REFERENCED DOCUMENTS

B.1 Documents External to Digital

Document Number	Document Title
ISO STANDARD 3166	*Codes for the Representation of Names of Countries*

B.2 Ordering Information

Following are the sources for documents not available from Standards and Methods Control.

- ISO Documents
  American National Standards Institute (ANSI),
  1430 Broadway, New York, NY 10018,
  Telephone (212) 354-3300 x479

```
+---------------------------------------------------------------------+
|                          READER COMMENTS                            |
|                                                                     |
| Your  comments  and suggestions  will help  Standards and Methods   |
| Control improve their services and documents.                       |
+---------------------------------------------------------------------+
```

Did you request this document? _____ If so, did it arrive within a satisfactory period of time? _____ Please comment.

What are your impressions of this document? Consider format, organization, completeness, readability, and illustrations.

————————————**FOLD ON THIS LINE**———————————————————————— -

Did you find technical or clerical errors in this document? If so, please specify the page number(s) and the error(s).

Are the instructions for the update package clear? _____
Was an index available? _____ If not, is one needed? _____
Do you have other suggestions for improving this document?

The following information is optional:

Name _____ Mailstop _____

Department _____ Node _____

Send your comments to JOKUR::PROJECTS, or fold, staple, and send this page through interoffice mail to:

```
+------------------------------+
|       READERS' COMMENTS      |
| STANDARDS AND METHODS CONTROL |
|           NRO5/I2            |
+------------------------------+
```